

**T – CASHIER
(Levels 1 and 2)**

JOB DESCRIPTION

Division: Parks & Recreation
Exempt/Non-exempt: Non-exempt
Pay Grade: NEG
Workers Comp Code: 9102

Position Number: 1596
EEO Category: 05
EEO Function: 06
Effective Date: 6-21-96

SUMMARY

Accounts for all existing working cash assigned and revenues generated during scheduled shift; accepts admission fees and processes course registrations, pool reservations and passes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Records and processes course registrations, pool reservations and passes, and daily admission fees.

Completes all required reports and records accurately and on schedule, and submits/deposits such records to the proper person or office.

Answers the telephone and provides information to callers.

Maintains office files with forms, money bags and supplies.

Maintains office in a clean, neat appearance.

Observes and enforces all rules and regulations of the facility.

Educates patrons and informs them of the purpose of and need for rules and regulations.

Attends training sessions and staff meetings as scheduled.

Performs related duties as required.

Responds regularly and promptly to work.

EXPERIENCE AND SPECIAL REQUIREMENTS

Must be at least 16 years of age.

Level 1: Previous experience in cashiering or concessions preferred; knowledge of cash register use and concession stand equipment helpful; food handlers certification preferred.

Level 2: One year of experience in cashiering and/or concessions; above average score on evaluation.

SKILLS/ABILITIES

Ability to answer the telephone and provide accurate information to callers.

Ability to make change, perform simple mathematical calculations and make accurate and legible entry in books and records.

Ability to perform work in a safe and efficient manner and be constantly alert and aware of the hazards involved and know and apply safety practices and principles in reporting and preventing accidents.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Lifting 30 pounds from floor to waist, 30 pounds from waist to shoulder, 20 pounds overhead, and carrying 30 pounds for 50 feet.

Working in temperatures exceeding 100°F and below 32°F.

Working in the presence of pollen and poisonous insects.

Sitting.

EQUIPMENT

Cash register, calculator, safe, and telephone.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.